

Menasha Senior Center - Facility Rental

Renter's Guidelines

1. Applicant **must remain on the premises** until everyone has left the building.
2. Applicant is **responsible** for **set-up, clean-up, lock-up, returning tables** to original position, turning out lights and payment of facility fee. Confirm with MSC staff the table placement. A clean up *check list* is provided for your assistance. **Reminder** that the condition of the Menasha Senior Center following your activity will determine your deposit refund. If you delegate cleaning to another person in your party, you must follow up to ensure that it is done adequately.
3. Key(s) is to be put in the mailbox (outside to the right of the front door) when event concluded
4. Key(s) may be picked up the day of an evening event or on Friday for a weekend event. Applicant is responsible for damages to the building and contents in the building other than normal wear.
5. No smoking, intoxicants or illegal substances allowed anywhere inside the building.
6. No open flames (candles) allowed.
7. Kitchen rental: Specific requests for use of appliances/equipment must be made at time of reservation. (Appliances available for your use are: stove, microwave, refrigerator. The dishwasher and food warmer are NOT available (these appliances are not the property of the Menasha Senior Center). A storage box with various utensils and a 30-cup coffee maker is available for your use. Applicant **must bring your own towels**, cookware, etc. If any MSC disposable items are used, a fee, based on actual cost, will be charged.
8. **Garbage** will be removed by event participants and placed in MSC dumpster in back of building. New bags will be placed in containers (bags for this purpose are located in the maintenance room). If the recyclable bags are full, tie up and place in maintenance room and replace with a new bag.
9. All problems and building concerns are to be referred to the Menasha Senior Center Supervisor. If you encounter an emergency problem with the building and need assistance, you may contact Sylvia Bull at 920-731-4364 or Barb Taylor at 920-751-0111 or Adam Alix, Menasha Building Maintenance Supervisor, cell number 920- 209-9564. For all other emergencies, call 911.
10. All exterior doors (except main entrance) shall be locked from the outside and remain locked during an event.
11. Menasha Senior Center will not be responsible for event's material used in or left in the building, nor for the loss or damage of personal property.
12. The telephone can be used for local calls only (dial 9 first).
13. Our basement is a designated emergency shelter area in case of severe weather.
14. Do not leave doors/windows open. The heat/air conditioning (temperature controls) are automatically adjusted for occupancy in the evening and on weekends. Leaving doors/windows open will affect the utility bill.